



## *TIBRS TRAINING TIPS*

# *EXPUNGEMENTS AND TIBRS*



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TIBRS incidents are not affected by court dispositions, including expungements.

However, if you receive notice that a case has been expunged, consider this option:

You may edit the arrestee's name to

***FIRST NAME: Case***  
***LAST NAME: Expunged***





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Please do not use names such as John Doe, John Smith, Jane Doe, Jane Smith, etc. because they are names of actual persons and may cause confusion for those searching the CRMS.

In addition to editing the name, make sure to edit all segments that include the arrestee's personal identifiers (SSN, DL number, etc.), including the narrative.





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*DO NOT EDIT THE ARREST STATUS. IT SHOULD REMAIN  
"ARRESTED: YES."*

*DO NOT EDIT THE DATE OF BIRTH. IT IS NOT UNIQUE  
TO THAT PERSON - MANY PEOPLE SHARE THE SAME DOB.*

*DO NOT EDIT DESCRIPTORS SUCH AS EYE  
COLOR, HAIR COLOR, HEIGHT, WEIGHT, ETC.*

*FOR EDITING SCARS, MARKS AND TATTOOS, USE YOUR BEST JUDGMENT.*

***THE ENTIRE INCIDENT SHOULD NEVER BE DELETED FROM TIBRS!***





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### CONDITIONAL EXPUNGEMENTS IN MULTIPLE-OFFENSE INCIDENTS

#### SCENARIO:

Robert Miller was arrested for using brass knuckles to strike another man.

It was reported to TIBRS as one incident containing two offenses (Aggravated Assault and a Weapon Law Violation).

Miller was convicted. One year later, the court decided to expunge the weapons charge, but left the assault conviction intact.





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### PROCEDURES FOR TIBRS

*DELETE* the Weapon Law Violation offense from the original incident. Once that offense is deleted, do not change anything in the remaining Aggravated Assault offense/incident. The Aggravated Assault offense was not included in the Order of Expungement, so there is no requirement to delete the name or any personal identifiers.

*RE-ENTER* the Weapon Law Violation using a new incident number that is unique (so that it cannot be “connected” to the Aggravated Assault incident). When re-entering the Weapon Law Violation, *DO NOT* include any personal identifiers pertaining to the offender (use the guidelines listed above).

